



COMDTNOTE 5230

SEP 27 2004

COMMANDANT NOTICE 5230

CANCELLED : SEP 26 2005

Subj: WINDOWS SERVER 2003 PRE-MIGRATION POLICY

Ref: (a) Project Plan for the Coast Guard Transition to Windows Server 2003 and Exchange Mail 2003, 9/10/2003

1. PURPOSE. This Notice establishes pre-migration procedures for the upgrade of the Coast Guard-wide Standard Workstation (CGSW) server infrastructure from the Microsoft Windows NT 4.0 operating system and Exchange Mail 5.5 to Microsoft Windows Server 2003 (Win2003) with Active Directory and Exchange Mail 2003.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet release authorized.
3. DIRECTIVES AFFECTED. None
4. DEFINITIONS.
  - a. Active Directory - Essential component of the Windows Server 2003 architecture. Allows organizations to centrally manage and share information on network resources and users.
  - b. Forest - The entire enterprise management boundary in an organization's network. In this case the Coast Guard is one forest.
  - c. Organizational Unit (OU) – The local management boundary similar to a domain within the Windows NT architecture.

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5. BACKGROUND. The Coast Guard's server operating system, Windows NT 4.0, and e-mail system, Exchange Mail 5.5, have reached the end of their lifecycle. As of 01JAN05 Microsoft will cease all support for Windows NT 4.0 and will no longer provide security patches for the NT operating system. Additionally, the Coast Guard has reached the point where operational requirements for new technological capabilities such as ubiquitous access (logon from anywhere within the organization), more comprehensive security, increased levels of availability and performance require that we upgrade. This upgrade is very complex since Windows Server 2003 presents a new architecture paradigm based on the implementation of Active Directory. A single forest will be implemented that will be administered centrally from an Enterprise Management Organization (EMO) established at the Telecommunication and Information Systems Command (TISCOM). All existing Coast Guard Windows NT domains will be consolidated into the single forest. Commandant (CG-63) briefed the members of the Information Technology (IT) support community including the Maintenance and Logistics Commands (MLCs), Electronic Support Units (ESUs), Headquarters Support Command (HSC), and several IT support staffs at Headquarters Units on the Windows Server 2003 migration plans at the Windows Server 2003 Summit in July 2003. The participants developed a comprehensive list of issues to be addressed to facilitate a successful migration. The issues were grouped into the following categories: Disaster Recovery, Enterprise Design, Information Assurance, Performance/Measures, Pre-migration Clean-up, Records Management, Support, and Technical Policy (Windows/Active Directory). This Notice addresses activities for pre-migration clean up. The other topics, which cover continuing aspects of the Coast Guard IT program, will be addressed in separate Commandant (CG-6) policy and practices.
6. DISCUSSION. The Windows Server 2003 migration is multifaceted and includes distinct components and migration activities. This Notice addresses activities that must be completed at individual units prior to each unit's migration to the Microsoft Windows Server 2003 and Exchange Mail 2003 architecture. Enclosure (1) describes the specific pre-migration activities including maintenance of Global Address List (GAL) data, the use of migration tools to accomplish data clean up, as well as discussing the requirements for units to provide the physical environment for new servers.
7. RESPONSIBILITIES.
  - a. CG-63 – Program lead for the Windows Server 2003 project. Provide planning, policy, and resourcing support. Publish pre-migration and post-migration policies and practices.
  - b. TISCOM – Technical lead for the Windows Server 2003 project. Provide design, engineering and support, coordinate all pre-migration and migration activities. Deliver pre-migration tools and training to IT Support Organizations (ITSOs).
  - c. MLCs – Coordinate pre-migration planning and activities with CG-63, TISCOM, and ESUs. Assist ESUs with identifying and alleviating pre-migration challenges.
  - d. IT Support Organizations (ESUs, ESDs, HSC, HQ Unit IT Staffs) - Complete pre-migration tasks.

8. POLICY. IT support organizations shall perform and support activities for pre-migration to ensure completion in advance of the migration. Working in conjunction with TISCOM and ESU IT support personnel, units shall complete pre-migration activities no later than five business days before the start of their scheduled migration dates. MLCs and independent HQs units, in conjunction with TISCOM, will develop the migration schedule.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Notice and have been determined to be not applicable.
10. FORMS / REPORTS. None.

R. T. Hewitt /s/  
Acting Assistant Commandant for Command, Control,  
Communications, Computers, and Information Technology

Encl: (1) Pre-migration Activities



## **Pre-migration Activities:**

### **A. What are the activities required before the migration?**

- **Standardize Global Address List (GAL) entries.** Mandatory GAL entries are: Display Name, Address, Title, Department, Company, Phone Number, and Office. Optional GAL entries are Description, Manager, and Assistant. Standardize these GAL fields in accordance with the USCG Naming Standards at website <http://emo-wss-m-001.main.ads.uscg.mil/Migration/default.aspx>.
- **Delete old user accounts.** Delete old user accounts that are not being used. Several IT support organizations have a significant volume of inactive user accounts, especially after transfer season. Accounts not used in the last 60 days are candidates for deletion. Due to the consolidation of existing user accounts in each domain, the Active Directory will ultimately include one account for each Coast Guard end user. If old user accounts are not removed before migration, duplicate user accounts will be established and the overall migration workload will be increased because every potential duplicate must be evaluated to ensure it is not actually two individuals with the same name.
- **Reduce user profiles.** Reduce user profiles to improve the user experience. User profile sizes will be tightly controlled to improve the user experience with remote logon. Save shortcuts on the desktop instead of actual files. After migration, when a user places files or folders on the desktop, the system will store the actual data on the user's File and Print server, with the profile containing only links to the data.
- **Standardize Distribution Lists** (Distribution Groups in Windows 2003). Standardize the Distribution Lists in accordance with the USCG Naming Standards. Currently, the GAL Distribution Lists are underutilized, inconsistent, and confusing.

### **B. What is the process to clean up the GAL?** After users logon to the network in the Windows Server 2003 environment, a pre-filled pop-up form will appear containing information initially stored in the Active Directory about each user. Pick-lists will be used for fields that must be updated by users to prevent data entry errors.

### **C. How will maintenance of future GAL data be handled?** GAL data will be incorporated into the Active Directory. The Active Directory will include, at a minimum, data consistent with what is currently in the GAL. The Active Directory will initially be maintained by EMO staff working in coordination with OU Administrators. However, CG-6 is evaluating the feasibility of utilizing the Direct Access system as the source of information for adding new employee personnel data via a direct system interface.

### **D. What is the migration tool?** The NetIQ Migration Suite will be used to facilitate migration. This tool will be available for the duration of the migration. TISCOM will provide this tool and coordinate usage as part of the migration process. The NetIQ tool will automate several migration tasks, such as, report old user accounts, unused Distribution Lists, user profile sizes, import GAL data into the Active Directory, and enforce data validation standards.

### **E. What about server location and physical environment?** There must be adequate space and related facilities for servers. In many locations new servers will replace existing servers. For a period of time (a few weeks) both old and new servers must be operational. Specific facility requirements include:

- **Physical space:** Racks are 19" EIA W x 53" D x 90" H, and require 18" clearance on each side and 36" front and rear.
  - **Power:** 120 VAC, two grounded 20 amp outlets, preferably from separate branch circuits.
  - **Network connection:** Existing WAN and LAN connections based on ITSOs site surveys completed in November 2003. LAN connections must be via a switch rather than a hub.
  - **Heating, ventilation, and air-conditioning:** Adequate to maintain the equipment room below 72 degrees F.
  - **Physical security:** For the equipment room, use lock and key where available.
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